



Pyle Adult Recreation Center

Special Use Guidelines and Fees

The Pyle Multi-purpose Room is available for after-hours special use during the following times **only**:

- Friday — 5:00 to 11:00 p.m.
 - Saturday — 4:00 to 11:00 p.m.
- } Set-up and Clean-up time must be within these time parameters.

Special Use Rates: \$360 for 2 hours (minimum), \$180 per each additional hour
Additional Staff Charges: \$15.10 per hour

General Guidelines and Requirements:

- A Special Use Application must be submitted in order to process reservation.
- Special Use Application must be submitted at **least 30 days prior** to requested date. Use depends on staff availability on requested date.
- Reservations may be made only for personal use (private party, reception, etc.) and not for a public event. Selling or promoting a commercial product/service is prohibited.
- Submitted application must receive approval from facility management.
- A Security Deposit in the amount of \$250 is required in order to hold the reservation. This refundable deposit must be made **by check** separately from the facility rental fee payment.
- The facility rental fee is due no later than two (2) weeks prior to rental date.
- A Certificate of Insurance is due no later than two (2) weeks prior to rental date (see Certificate of Insurance memo).
- The Person in Charge who has completed the Special Use Application must be present for the duration of the event. Children must remain in the rented room and be monitored at all times.
- Rental client is responsible for room set-up and break-down/clean-up. Set-up and break-down time must be included in rental time.
- The Pyle kitchen is NOT available for use.
- Alcoholic beverages are not permitted.

Items provided upon request at no extra charge (depending upon availability):

- P.A. System with microphone
- Pull-down projection screen
- Ice

Computer and/or projector are not available.

Verification of Building Use

Verification is granted after rental contract has been signed by the user and returned to the Pyle Center and all other conditions of use have been met (deposit submitted, Certificate of Insurance submitted and rental fees paid by due date).

Facility Set-up/Clean-up

Set-up and clean-up of the contracted area is the responsibility of the user. The room and equipment must be left in good order. Chairs, tables, etc., must be cleaned and left in the manner and location in which they were found. Trash must be bagged and left in the designated area of the room. Staff will answer any questions.

Requested time must allow for set-up and clean-up of the room. It is up to the Responsible Party to ensure that the requested time limits are adhered to. You may not enter the room until the start time on your contract and all event attendees must be out of the building by the end time on the contract.

Reservation Changes/Cancellation

Any change to your reservation may be made only by the Responsible Party named on the Special Use Application. This also applies to any requests made *during* the event.

If you must cancel your reservation, a refund of your rental fees will be granted if the cancellation is made within one week of the reserved date.

Thank you for using Pyle Adult Recreation Center for your event!